

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

<b>Subject: Used / Waste Battery Recycling</b>	<b>Revised: 9/27/19</b>
<b>Purpose:</b> To ensure proper guidelines are followed for collection, recycling and disposal of small batteries. <i>Regulated under 40 CFR Part 273.</i>	

**Responsible Party/ies:**

- All City of Roanoke Employees

**Performance Frequency:**

- Anytime a battery is deemed no longer useable

**Documentation:** Reference - Battery Recycling Guidelines Flow Chart

**Definitions:**

Regulated Waste: Used and damaged batteries of all kinds that are generated by the City of Roanoke's operations are regulated by laws that require us to separate them from other waste, and to then manage them for recycling. Placing them in the trash is a violation of the law and may be grounds for disciplinary action or termination of employment.

*These same laws **do not** apply to individual citizens and their homes; however, we strongly encourage all citizens to recycle waste batteries through local retailers or the free monthly Household Hazardous Waste collection events (call 283-6562 or visit: [www.rvra.net](http://www.rvra.net) for more information).*

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Procedure:**

1. City-generated batteries shall be collected and sorted by type to ensure compliance with all local, state and federal regulations. *Household batteries from employees and/or the general public may not be mixed with city-generated waste streams.*

2. Drop off stations are located in the following offices throughout the City:

- Solid Waste Common Area (PWSC)
- Fleet Parts Counter (PWSC)
- Municipal Building Mail Room (South Building, 1<sup>st</sup> Floor)
- Fire Station #1
- Sheriff's Office/Jail
- Human Services Building

3. Different types of batteries require different handling. *Some batteries* (noted below) *must be individually wrapped in a plastic bag before being put into the collection container.* This is required by law and prevents any remaining electrical current from being discharged, potentially creating a spark or fire. Bags for this purpose are provided at each recycling station.

- “**Alkaline**” is printed anywhere on the battery, then place the battery into the container labeled “Alkaline” batteries. These batteries do *not* need to be individually wrapped
- “**Carbon**” is printed anywhere on the battery, place the battery in the container labeled “Alkaline” batteries. These batteries do *not* need to be individually wrapped.
- If the battery is rechargeable, check to see if these letters “**Ni-MH or Ni-Cd**” or this logo appears anywhere on the battery and if it does then individually bag the battery and place it inside the “RECHARGABLE” BATTERY BOX.



- “**Lithium**” appears anywhere on the battery (even on a rechargeable battery), then *individually* bag the battery and place it in inside the container for “Lithium” batteries.
- If the battery looks like a coin or a button, check to see if the word “**Lithium**” appears anywhere on the battery.
  - If it does, then *individually* bag the battery and place it in inside the container for “Lithium” batteries.
  - If it does not, then *individually* bag the battery and place it in the container labeled for “Coin Cell” batteries.
- **Lead-acid batteries** are identified by the words “Lead”, “Pb” or “Pb-Acid,” and a graphic may be present as well. These batteries shall be dropped off at the Parts Counter in the Fleet Division at PWSC.
- Battery is **unlabeled**, then individually bag the battery and place it into the container for “Lithium” batteries.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).